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TITLE 2. ADMINISTRATION

Division 1. Administrative Personnel

Chapter 1. State Personnel Board

Subchapter 1. General Civil Service Regulations

Article 1. Definitions

§ 11. LEAP.

"LEAP" means the Limited Examination and Appointment Program.

NOTE: Authority cited: Sections 18502, 18701, 19240 and 19241, Government Code.

Reference: Sections 18500 and 18522, Government Code.

§ 12. Hiring Manager.

"Hiring manager" means the manager who has the critical role in deciding which candidate to hire for a job vacancy. While the details of a hiring manager's role may vary from agency to agency, the hiring manager reviews resumes, applications, and other relevant information during the selection process. The candidate who is appointed reports directly to the hiring manager or is in the hiring manager's chain of command.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.

§ 12.1. Hiring Manager's Report.

"Hiring Manager's Report" means the list of candidates who are eligible for a job vacancy. During the selection process, the Hiring Manager's Report is provided to the hiring manager, hiring panel, and any other person with authority to approve the appointment.

NOTE: Authority cited: Sections 18502 and 18701, Government Code.

TITLE 2. ADMINISTRATION
Division 1. Administrative Personnel
Chapter 1. State Personnel Board
Subchapter 1.3. Classifications, Examinations, and Appointments
Article 7. Employment Lists

§ 155. Generating a Corresponding LEAP-Referral List.

(a) Where the appointing power requests or generates any type of promotional or open employment list to fill a vacant position, the Department shall ensure that any existing LEAP-referral list corresponding to the classification of the position to be filled will also be provided to or generated for the appointing power.

(b) In the event a corresponding LEAP-referral list exists, a Hiring Manager's Report shall be created in accordance with section 156.

(c) Nothing in this section shall be construed to prevent an appointing power from only requesting or generating a LEAP-referral list to fill a job vacancy, as specified in Article 28 of these regulations.

NOTE: Authority cited: Sections 18502, 18660, 18701, 19240 and 19241, Government Code. Reference: Sections 19050 and 19240-19244, Government Code.

§ 156. Creating A Hiring Manager's Report Where a Corresponding LEAP-Referral List Exists.

Where a LEAP-referral list exists in accordance with section 155, the Department or the Department's designee shall create a Hiring Manager's Report for the appointing power that combines the names of all persons who are eligible on the LEAP-referral list with the names of all persons who are eligible on the non-LEAP employment list(s). The Hiring Manager's Report shall not specifically identify whether a candidate's eligibility is based upon a LEAP-referral list, non-LEAP employment list, or both. The name of candidates with dual eligibility shall be listed only once. The rank of eligible candidates shall not be identified. The names of eligible candidates may be arranged in alphabetical or random order, and may include the names of candidates who have eligibility for the job vacancy other than by way of a LEAP-referral list or non-LEAP employment list.

NOTE: Authority cited: Sections 18502, 18701, 19240, and 19241, Government Code.

§ 157. Non-Disclosure of a Candidate's Eligibility During the Selection Process.

Where a corresponding LEAP-referral list has been provided to or generated for the appointing power, the basis of any candidate's eligibility shall not be available to the hiring manager, any member of an interview panel, or any other person with the authority to approve the appointment at any time before the selection and offer of appointment is made, unless the LEAP candidate chooses to voluntarily disclose his or her LEAP eligibility.

NOTE: Authority cited: Sections 18502, 18701, 19240, and 19241, Government Code.

§ 158. Choice of List Appointment for Candidates with Dual Eligibility.

(a) If a candidate is selected for appointment who is eligible on both a non-LEAP employment list and a LEAP-referral list, the candidate may elect from which list he or she will be appointed.

(b) All laws and regulations applicable to LEAP, including the LEAP job examination period, probationary period, and appraisals, shall apply if a candidate is selected for appointment from a LEAP-referral list. All laws and regulations applicable to probationary periods and appraisals shall apply if a candidate is selected for appointment from a non-LEAP employment list.

NOTE: Authority cited: Sections 18502, 18660, 18701, 19240 and 19241, Government Code. Reference: Sections 19050, 19170, and 19240-19244, Government Code.

§ 159. Documentation.

If a candidate is selected for appointment from a hiring manager's report that contains LEAP eligibles and non-LEAP eligibles, the appointing power shall document from which list the candidate is appointed. Where a candidate with dual eligibility is selected for appointment, the appointing power shall also document that the candidate had dual eligibility. The documentation shall be retained for a period of five years after the effective date of the appointment.

NOTE: Authority cited: Sections 18502, 18701, 19240, and 19241, Government Code. Reference: Sections 18573, 18661, 19240-19244, Government Code.

Title 2. Administration
Division 1. Administrative Personnel
Chapter 1. State Personnel Board
Subchapter 1.3. Classifications, Examinations, and Appointments
Article 28. Limited Examination and Appointment Program

§ 547.52. LEAP Readiness Evaluations.

(a) The education, experience and personal qualifications of LEAP applicants who meet the eligibility requirements of § section 547.51 shall be evaluated by competitive examination to determine readiness for appointment. Those applicants who are ready for immediate employment in a LEAP classification shall be placed on the referral list specified in Government Code § section 19242.2.

(b) LEAP-referral lists shall comply with Subchapter 1.3, sections 155 and 156.

Note: Authority cited: Sections 18502, 18701, and 19241, Government Code.
Reference: Sections 19242 and 19242.2, Government Code.